

**CLASS TITLE:**

**ASSOCIATE DIRECTOR  
AND  
SUPERINTENDENT OF INSURANCE**

**Class Code: 02625700**

**Pay Grade: 41A**

**EO: A**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To perform responsible administrative and supervisory work assisting the Director or Deputy Director in planning, coordinating, implementing and controlling the statutory functions of the Division of Insurance in the Department of Business Regulation; to assist the Department Director or the Deputy Director to plan, direct, and supervise the various sections within the Division of Insurance; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision of a superior from whom assignments are received in general outline with wide latitude for the exercise of independent judgement; work is reviewed through conferences and submitted reports for conformance with policy, provisions of law, rules and regulations.

**SUPERVISION EXERCISED:** Plans, organizes, directs and reviews the work of professional, technical and clerical personnel in the Division of Insurance.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform responsible administrative and supervisory work assisting the Director or Deputy Director of the Department of Business Regulation in planning, coordinating, implementing and controlling the functions of the various sections within the Division of Insurance.

To assist the Director by relieving him of administrative and regulatory details involving contact with and supervision over section chiefs and other administrative heads within the Insurance Division including contact with state officials, attorneys, licensees, members of the legislature and the general public.

To confer with section heads for guidelines and assistance in the preparation of reports, legislation and the application and interpretation of policies, standards, laws and regulations; to supervise and implement provisions of state laws regulating insurance companies, related organizations and individual licensees.

To perform special studies, projects and assignments for the Director or Deputy Director and to advise various commissions members of the legislature and other agencies of state on matters affecting the Division of Insurance.

As assigned, to conduct or participate in public hearings related to the Division of Insurance.

To do related work as required.

**REQUIRED QUALIFICATION FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of business administration practices including accounting principles; a working knowledge of the banking and securities laws of the State of Rhode Island; a working knowledge of administrative planning and the ability to plan, coordinate, organize and supervise the work of a staff of subordinates, conduct investigations and prepare reports, recommendations and decisions on facts developed therein; the ability to meet and work effectively with officials of other states and local government agencies; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration, including or supplemented by courses in advanced accounting; and

Experience: Such as may have been gained through: considerable employment in a responsible supervisory and administrative position related to the insurance industry in a public regulatory agency or in private industry, which has involved the application of modern business principles and techniques.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Revised: April 26, 1987

Editorial Review: March 15, 2003